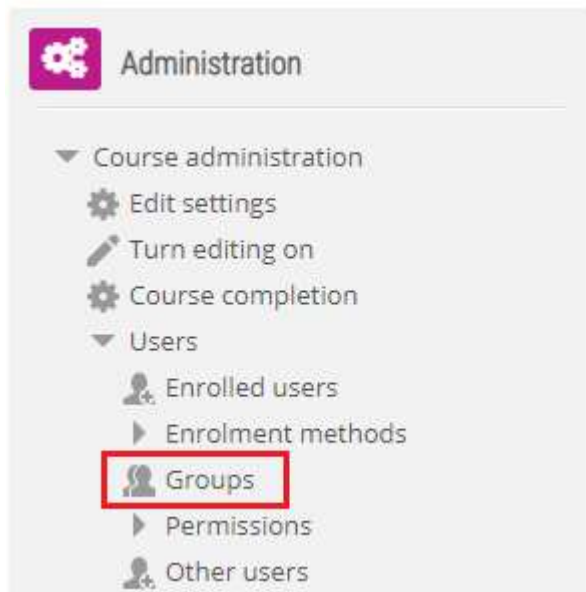


## HKU Moodle Import Groups with Members User Guide

Teachers/TA/admin can now import groups and enrolled users by uploading .csv file in the Moodle course.


1. In the Moodle course page, click “Users” → “Groups” under Administration block.



2. Click “Import groups with users”.



3. Click “example.csv” to download the excel template for importing groups.

Import groups with users 

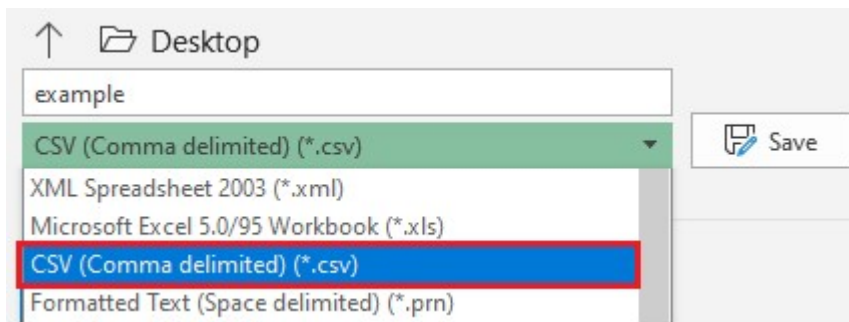
 Example text file

 [example.csv](#)

4. Enter “student\_number”, “name” and “group\_name” in column “A”, “B” and “C” respectively. Please note that only enrolled students can be imported through this “import groups” function. If you wish to import groups for guest students, please enter the guest’s email address under column A “student\_number”.

	A	B	C	D
1	student number	name	group name	
2	3000000001	Test Student 1		1
3	3000000002	Test Student 2		1
4	3000000003	Test Student 3		2
5	3000000004	Test Student 4		2
6	3000000005	Test Student 5		2
7				

5. Save the excel file in .csv format.



6. Click “Choose a file” and select the .csv file.



7. Click “Import groups with users”.



8. You can see the uploaded status under “Status” column.

CSV line	student_number	name	group_name	Status
2	3000000001	Test Student 1	1	Group 1 is created. ✓ <b>Test Student 1</b> is added to group: 1
3	3000000002	Test Student 2	1	✓ <b>Test Student 2</b> is added to group: 1
4	3000000003	Test Student 3	2	Group 2 is created. ✓ <b>Test Student 3</b> is added to group: 2
5	3000000004	Test Student 4	2	✓ <b>Test Student 4</b> is added to group: 2
6	3000000005	Test Student 5	2	✓ <b>Test Student 5</b> is added to group: 2

Continue

9. Click “Continue” to view the group status in the Moodle course.

Continue